Please provide the following information, and submit to the NOAA DM Plan Repository.

Reference to Master DM Plan (if applicable)

As stated in Section IV, Requirement 1.3, DM Plans may be hierarchical. If this DM Plan inherits provisions from a higher-level DM Plan already submitted to the Repository, then this more-specific Plan only needs to provide information that differs from what was provided in the Master DM Plan.

URL of higher-level DM Plan (if any) as submitted to DM Plan Repository:

1. General Description of Data to be Managed

1.1. Name of the Data, data collection Project, or data-producing Program:
Age Growth and Reproduction Database

1.2. Summary description of the data:
Through dock-side sampling, observer programs and scientific fishery surveys, we collect and archive fishery data along with hard parts (otoliths, spines) and reproductive tissues. Samples are processed, aged and reproductive interpretations are conducted then the subsequent data is entered into a Microsoft Access database called AGR. The data in the AGR database is provided for stock assessments.

1.3. Is this a one-time data collection, or an ongoing series of measurements?
Ongoing series of measurements

1.4. Actual or planned temporal coverage of the data:
1971 to Present

1.5. Actual or planned geographic coverage of the data:
W: -97, E: -74, N: 37, S: 24
Please note that these boundaries are not all-inclusive as shown on map and should only be inclusive of fisheries in the U.S. Gulf of Mexico (Texas, Louisiana, Mississippi, Alabama, and Florida) and Atlantic Ocean waters from North Carolina to Florida. Our data sets do not include fisheries in the Bahamas.

1.6. Type(s) of data:
(e.g., digital numeric data, imagery, photographs, video, audio, database, tabular data, etc.)
Table (digital)

1.7. Data collection method(s):
(e.g., satellite, airplane, unmanned aerial system, radar, weather station, moored buoy, research vessel, autonomous underwater vehicle, animal tagging, manual surveys, enforcement activities, numerical model, etc.)
Instrument: N/A
Platform: N/A
Physical Collection / Fishing Gear: N/A

1.8. If data are from a NOAA Observing System of Record, indicate name of system:

1.8.1. If data are from another observing system, please specify:

2. Point of Contact for this Data Management Plan (author or maintainer)

2.1. Name:
Emily Harrell

2.2. Title:
Metadata Contact

2.3. Affiliation or facility:

2.4. E-mail address:
emily.harrell@noaa.gov

2.5. Phone number:
850-234-6541 x 227

3. Responsible Party for Data Management
Program Managers, or their designee, shall be responsible for assuring the proper management of the data produced by their Program. Please indicate the responsible party below.

3.1. Name:
Beverly K Barnett

3.2. Title:
Data Steward

4. Resources
Programs must identify resources within their own budget for managing the data they produce.

4.1. Have resources for management of these data been identified?
No

4.2. Approximate percentage of the budget for these data devoted to data management (specify percentage or "unknown"):
0

5. Data Lineage and Quality
NOAA has issued Information Quality Guidelines for ensuring and maximizing the quality, objectivity, utility, and integrity of information which it disseminates.

5.1. Processing workflow of the data from collection or acquisition to making it publicly accessible

(describe or provide URL of description):

Process Steps:

- Data received from sampling programs needing to be loaded into AGR, (Age, Growth, and Reproduction) database first require some manipulation to standardize the data for entry into AGR. Our group receives data three ways: 1) handwritten datasheets, 2) digital data in Microsoft Excel or 3) digital data in Microsoft Access. Data received on handwritten datasheets are entered directly into the AGR database using standardized forms. We have created import databases for those sources that send us digital data in Microsoft Excel. These import databases serve two purposes: 1) to identify discrepancies in the data and 2) employ quality control/quality assurance on the data (i.e., standardization in field properties and formats). Any discrepancies between the digital data and any information written on the biological samples are noted, and the sampling program is notified, and a request is made for clarification. This correspondence is maintained in the import databases. Data are edited only when the sampling program advises of the correction and then the verified and corrected data is loaded into AGR. Making sure data are standardized and in the correct format is completed using macros and update and append queries in Microsoft Access. To maintain an historical record of all data received from a source within the AGR database, a unique identifier prevents duplicate entries. The original digital data in its original formatting is never changed, only copied to ensure proper manipulation during standardization.

5.1.1. If data at different stages of the workflow, or products derived from these data, are subject to a separate data management plan, provide reference to other plan:

5.2. Quality control procedures employed (describe or provide URL of description):

There are multiple sampling programs (federal, state, etc.) whose biological samples and corresponding data are received and housed in the NMFS Panama City Laboratory Age, Growth, and Reproductive (AGR) Database. The data corresponding to the biological samples are received in various formats (hand-written datasheets, digital files). Handwritten data are entered directly into the AGR database using standardized forms. The digital data are verified for receipt and accuracy with the biological samples. Any discrepancies between the digital data and any information written on the biological samples are noted, and the sampling program is notified, and a request is made for clarification. Data are edited only when the sampling program advises of the correction and then the verified and corrected data is loaded into AGR. AGR utilizes format restrictions, validation rules (i.e., per database field) and in some instances tables of suitable values (lookup tables) to ensure quality control and accuracy. During data entry, users are restricted to use standardized forms and most fields are linked to lookup tables. If data does not meet the above guidelines, then users will receive an error messages and data entry is denied. Various tables in AGR are maintained utilizing referential integrity and do not permit entry deletion or the construction of

orphan records, records not linked to the other database tables. Further, to track data entry, data alterations, and final data proofing, the name of the data entry person, along with a date stamp assist in tracking anomalies.

6. Data Documentation

The EDMC Data Documentation Procedural Directive requires that NOAA data be well documented, specifies the use of ISO 19115 and related standards for documentation of new data, and provides links to resources and tools for metadata creation and validation.

6.1. Does metadata comply with EDMC Data Documentation directive?

Yes

6.1.1. If metadata are non-existent or non-compliant, please explain:

6.2. Name of organization or facility providing metadata hosting:

NMFS Office of Science and Technology

6.2.1. If service is needed for metadata hosting, please indicate:

6.3. URL of metadata folder or data catalog, if known:

https://inport.nmfs.noaa.gov/inport/item/24372

6.4. Process for producing and maintaining metadata

(describe or provide URL of description):

Metadata produced and maintained in accordance with the NMFS Data Documentation Procedural Directive: https://inport.nmfs.noaa.gov/inport/downloads/data-documentation-procedural-directive.pdf

7. Data Access

NAO 212-15 states that access to environmental data may only be restricted when distribution is explicitly limited by law, regulation, policy (such as those applicable to personally identifiable information or protected critical infrastructure information or proprietary trade information) or by security requirements. The EDMC Data Access Procedural Directive contains specific guidance, recommends the use of open-standard, interoperable, non-proprietary web services, provides information about resources and tools to enable data access, and includes a Waiver to be submitted to justify any approach other than full, unrestricted public access.

7.1. Do these data comply with the Data Access directive?

No

7.1.1. If the data are not to be made available to the public at all, or with limitations, has a Waiver (Appendix A of Data Access directive) been filed?

No

7.1.2. If there are limitations to public data access, describe how data are protected from unauthorized access or disclosure:

Only data summarized by multiple contributors (Rule of 3) are available to the general public. Detailed data are available only to individuals with a signed NMFS confidentiality agreement.

7.2. Name of organization of facility providing data access:
Southeast Fisheries Science Center

7.2.1. If data hosting service is needed, please indicate:
Yes

7.2.2. URL of data access service, if known:
http://www.st.nmfs.noaa.gov/st4/documents/FishGlossary.pdf

7.3. Data access methods or services offered:
Data are accessed only from secure SEFSC servers and storage devices.

7.4. Approximate delay between data collection and dissemination:
365

7.4.1. If delay is longer than latency of automated processing, indicate under what authority data access is delayed:
None

8. Data Preservation and Protection
The NOAA Procedure for Scientific Records Appraisal and Archive Approval describes how to identify, appraise and decide what scientific records are to be preserved in a NOAA archive.

8.1. Actual or planned long-term data archive location:
(Specify NCEI-MD, NCEI-CO, NCEI-NC, NCEI-MS, World Data Center (WDC) facility, Other, To Be Determined, Unable to Archive, or No Archiving Intended)
To Be Determined

8.1.1. If World Data Center or Other, specify:

8.1.2. If To Be Determined, Unable to Archive or No Archiving Intended, explain:
No facility identified by SEFSC leadership at this time.

8.2. Data storage facility prior to being sent to an archive facility (if any):
Southeast Fisheries Science Center - Miami, FL

Location Of The Main Office Of The South East Fisheries Science Center

8.3. Approximate delay between data collection and submission to an archive facility:
365

8.4. How will the data be protected from accidental or malicious modification or deletion prior to receipt by the archive?

Discuss data back-up, disaster recovery/contingency planning, and off-site data storage relevant to the data collection

The data resides on a secure government network requiring multi-factor authentication for network access.

9. Additional Line Office or Staff Office Questions

Line and Staff Offices may extend this template by inserting additional questions in this section.